MEMORANDUM FOR: Director of Office of Data Processing

STAT

FROM: [   ]
                  Chief, Position Management and
                  Compensation Division (PMCD)

SUBJECT: PMCD Survey of ODP

REFERENCES: (a) Joint ODP/PMCD Memo for the Record
                       dated 16 January 1980

                  (b) ODP Memo, ODP 81-181, dated 6 February 1981

                  (c) ODP/PMCD meeting 23 February 1981;
                       Subject: Benchmark Position Descriptions

        1.   This memo is prepared as a followup to the referent memos and meetings.

        2.   In January 1980, ODP and PMCD agreed to a methodical approach toward resolving the significant disagreement(s) resulting from the unimplemented PMCD survey of selected ODP positions concluded in April 1979. That agreement set forth a timetable for a joint effort by ODP and PMCD to sequentially develop and apply benchmark position descriptions in areas subject to the previous survey. Because of competing priorities and resource availability, the terms of that agreement were not adhered to by either party and it became obvious that timely progress could not be made following the original approach. It was thus agreed at another ODP/PMCD meeting in late 1980 that long-outstanding problems could be more effectively resolved by conducting a normal PMCD review of the contested positions.

        3.   While the development of benchmarks prior to conducting a survey is not standard PMCD or position classification methodology, it had been agreed that this would be attempted. Even though considerable work on the part of both ODP and PMCD toward the development of an initial set of benchmark position descriptions had not yielded results, the effort was continued with the hope that the benchmarks would be completed and disagreements resolved prior to the beginning of the survey.

        4.   At the 23 February 1981 meeting between ODP and PMCD representatives, difficulties in validating benchmark position descriptions in the abstract were discussed. PMCD agreed that further review and discussion in an attempt to resolve the remaining issues regarding the initial set of benchmarks prior to the survey would continue, but stated that the absence of approved benchmarks should not delay the audit process due to disagreements in content/substance. The classification appeal process [   ] STAT

STAT   [   ] provides adequate opportunity for components to challenge position classification criteria used and/or its application to individual positions

Memo for D/ODP
PMCD survey of ODP

if ODP disagrees with survey findings. Even if all benchmark issues are not resolved, we believe it would be mutually advantageous to begin the survey on 6 April 1981 since PMCD has established a window in the two year DDA Branch survey schedule and has committed its resources to complete the survey in the allocated time frame. Any change in this schedule would result in a significant delay in PMCD returning to ODP and the ultimate resolution of this 1979 survey.

5. Following our survey prebriefing, scheduled for 2 March 1981 to introduce the survey team and to outline the conduct of the survey, we plan to develop our audit schedule. PMCD will accede to ODP's request for supervisors to be present during desk audit interviews with individual employees, with some reservation. We believe this may be an unproductive use of resources, an impediment to open communication between an employee and the PMCD auditor, and could distort the fact-finding process as an employee describes his/her position in terms that are acceptable to the supervisor rather than in terms of actual work situation. Nonetheless, PMCD will allow supervisors to sit in on audits unless this interferes with audit scheduling and the fact-finding process. Should that occur, PMCD will promptly notify your office.

6. I know you share my sense of urgency in resolving long-standing disagreements, and trust that ODP and PMCD will continue in an open, cooperative and expeditious manner in our mutual efforts to provide you with a properly evaluated and realistic Staffing Complement.

STAT

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:			EXTENSION	NO.	
C/PMCD/OPPP&M 1016 Ames				DATE	

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. Director of Data Processing 2D0105 HQ	7/16			
2. E O		3 May		
3. DD		3 mn		
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

FORM 610 USE PREVIOUS EDITIONS
1-79